MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding between the City of Bend Employees Association (COBEA) and the City of Bend (City) is for the purpose of memorializing the agreement between the parties as it relates to the implementation of the Administrative Classification Study.

Recitals

A. These modifications were the result of both parties wanting to clarify the existing classification structure and create better performing structures.

B. The City conducted a classification study of administrative positions and the resulting recommendations were bargaining by the parties.

C. The Parties have reached the following mutually agreed upon implementation terms.

Terms of Agreement

1. The following classifications will be removed from the COBEA agreement and eliminated:

Title	Grade
Department Performance Analyst	C850
Office Specialist 1	C300
Office Specialist 2	C400
Office Specialist 3	C500
Program Analyst – Utilities	C700
Program Technician 1	C600
Program Technician 2	C700
Utilities Customer Service Technician	C500
Utility Analyst	C700
Utility Compliance Specialist	C600

2. The following classifications will be added to the COBEA Agreement:

Title	Grade
Administrative Assistant	C400
Administrative Support Specialist	C450
Administrative Support Specialist, Sr.	C550
Analyst	C600
Analyst, Sr.	C700
Department Purchasing Coordinator	C600
Information Systems Analyst	C850
Information Systems Analyst, Sr.	C900
Information Systems Technician	C600
Information Systems Technician, Sr.	C700
Program Analyst – Stormwater	C700
Program Coordinator	C650
Program Technician	C600
Program Technician, Sr.	C700
Utilities Educational Campaign Coordinator	C700
Utilities Field Service Technician	C500
Utility Compliance Technician	C700

3. Attachment A details the implementation assignments and grade steps for each COBEA employee assigned to a new classification. Employees will retain their existing anniversary date referenced in Article 13.4 of the CBA.

4. The effective date of implementation assignments will be December 25, 2018.

5. Attachment B details the modifications to the Salary Schedule.

6. Employees will not receive a reduction in base compensation upon implementation. Incumbents whose current base rate of pay exceeds Step 6 of their new salary grade, will retain their existing rate of pay but will not be eligible for annual increases (13.6 of the CBA) or out-of-cycle step increases (13.11 of the CBA) until their base rate is less than the top step of their salary grade. These "redcircled" employees will be eligible to receive general COLA increases negotiated pursuant to Article 30 during successor negotiations.

7. The classification of Supervising Program Coordinator will not be implemented. In lieu of the incorporation of this new classification, the City will either reassign the existing incumbent to a Non-Represented classification and return previously assigned represented duties to a
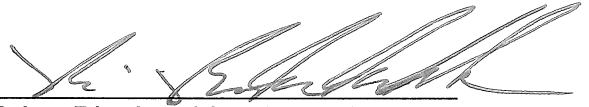
COBEA position or eliminate the supervisory duties and return the incumbent to a COBEA represented position on or before 4/1/2019.

8. The classifications of Information Systems Analyst and Senior Information Systems Analyst will be designated as FLSA Exempt pursuant to Article 8.3 of the CBA.

9. The classification of Compliance Analyst-Water (Program Manager) is scheduled to be reassigned full supervisory responsibility. COBEA agrees not to bring a unit clarification request on this position until after October 1, 2019.

10. The classifications of Safety and Risk Manager and Volunteer and Events Coordinator will not be represented by COBEA.

This Memorandum of Understanding is effective this 16 day of November, 2018.

Rob DuValle, HR Director
City of Bend

Brice Blackwelder, President
COBEA

Employee Name	Original			Revised Recommendation		
	Old Classification	GRADE	STEP	New Classification	GRADE	STEP
C Sweet	Office Specialist I	C300	6	Administrative Assistant	C400	4
H Rodgers	Office Specialist II	C400	6	Administrative Assistant	C400	6
K Duddy	Office Specialist I	C300	2	Administrative Assistant	C400	1
M Hakimian	Office Specialist I	C300	2	Administrative Assistant	C400	1
P Fisher	Office Specialist II	C400	6	Administrative Support Specialist	C450	6
A Witbrodt	Office Specialist II	C400	1	Administrative Support Specialist	C450	1
C Coleman	Office Specialist II	C400	1	Administrative Support Specialist	C450	1
C Mackenzie	Office Specialist II	C400	1	Administrative Support Specialist	C450	1
D Helgesen	Office Specialist II	C400	1	Administrative Support Specialist	C450	1
A Lamb	Administrative Specialist	M1	N/A	Administrative Support Specialist	C450	1
T Shepherd	Program Coordinator	M3	N/A	Administrative Support Specialist, Sr.	C550	6
C Dorsey	Office Specialist III	C500	6	Administrative Support Specialist, Sr.	C550	5
G Kadow	Office Specialist II	C400	5	Administrative Support Specialist, Sr.	C550	2
D Buchanan	Program Analyst	C700	6	Analyst - Stormwater Compliance, Sr.	C700	6
D Stensland	Utility Analyst	C700	6	Analyst - Utility, Sr.	C700	6
M Elpi-Trainor	Program Coordinator	M3	N/A	Department Purchasing Coordinator	C600	6
K Summers	Senior Admin Specialist	M2	N/A	Department Purchasing Coordinator	C600	2
L Duran	Office Specialist III	C500	2	Department Purchasing Coordinator	C600	1
K Trask	Performance Analyst	C850	6	Information Systems Analyst	C850	6
S Winslow	Performance Analyst	C850	4	Information Systems Analyst	C850	4
B DenOuden	Performance Analyst	C850	6	Information Systems Analyst, Sr.	C900	5
M Soares	Performance Analyst	C850	3	Information Systems Analyst, Sr.	C900	2
D Zarate	Program Technician I-Data Svc	C600	2	Information Systems Technician	C600	2
K Winter	Program Technician II	C700	5	Information Systems Technician, Sr.	C700	5
C Stein	Program Technician I	C600	2	Program Coordinator	C650	1
M Dodson	Program Technician I	C600	5	Program Coordinator	C650	4
J Anderson	Program Technician I	C600	6	Program Coordinator	C650	5
M Alley	Program Technician I	C600	6	Program Technician	C600	6
T Findley	Program Technician I	C600	4	Program Technician	C600	4
A Malinowski	Program Technician II	C700	6	Program Technician, Sr.	C700	6
S Cashwell	Program Technician II	C700	6	Program Technician, Sr.	C700	6
L Curry	Support Services Lead - Finance	C600	6	Support Services Lead - Finance	C600	6
P Brick	Technical Svcs Spec Lead	C700	6	Technical Services Specialist Lead	C700	6

A Judd	Utility Customer Service Tech	C500	6	Utilities Field Service Technician	C500	6
S Riley	Utility Customer Service Tech	C500	6	Utilities Field Service Technician	C500	6
A Timineri	Utility Customer Service Tech	C500	2	Utilities Field Service Technician	C500	2
J Price	Program Technician II	C700	5	Utilities Educational Campaign Coord.	C700	5
M Packebush	Program Technician II	C700	6	Utilities Educational Campaign Coord.	C700	6
D Denning	Utility Program Compliance Sp	C600	5	Utility Compliance Technician	C700	3
S Mulderig	Utility Program Compliance Sp	C600	3	Utility Compliance Technician	C700	1
D Voderberg	Utility Program Compliance Sp	C600	2	Utility Compliance Technician	C700	1
M Crabtree	Administrative Specialist	M1	N/A	Administrative Assistant	C400	3
K Carey	Administrative Specialist	M1	N/A	Program Technician	C600	1
M Alexander	Performance Analyst	C850	6	Information Systems Analyst	C850	6
K Alexander	Program Coordinator	M3	N/A	Program Technician	C600	3

Grade	Classification Name	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	PP+
100	LABORER	$12.4163	$13.0372	$13.6890	$14.3734	$15.0920	$15.8466	$17.4313
		$2,152	$2,260	$2,373	$2,491	$2,616	$2,747	$3,021
200	MAINTENANCE WORKER I	$16.9567	$17.8045	$18.6947	$19.6294	$20.6108	$21.6413	$23.8054
		$2,939	$3,086	$3,240	$3,402	$3,573	$3,751	$4,126
250		$17.8045	$18.6947	$19.6294	$20.6108	$21.6413	$22.7233	$24.9957
		$3,086	$3,240	$3,402	$3,573	$3,751	$3,939	$4,333
300	ACCOUNTING TECH I	$18.6947	$19.6294	$20.6108	$21.6413	$22.7233	$23.8595	$26.2454
	CODE ENFORCEMENT TECH I	$3,240	$3,402	$3,573	$3,751	$3,939	$4,136	$4,549
	EQUIPMENT SERVICE TECHNICIAN							
	MAINTENANCE WORKER II							
	MUNICIPAL COURT CLERK I							
	OFFICE SPECIALIST I							
	WATER RECLAMATION UTILITY WORKER I							
350	STREET UTILITY WORKER I	$19.6294	$20.6108	$21.6413	$22.7233	$23.8595	$25.0524	$27.5576
		$3,402	$3,573	$3,751	$3,939	$4,136	$4,342	$4
400	ACCOUNTING TECH II	$20.6108	$21.6413	$22.7233	$23.8595	$25.0524	$26.3051	$28.9355
	ADMINISTRATIVE ASSISTANT	$3,573	$3,751	$3,939	$4,136	$4,342	$4,560	$5,015
	BLDG PERMIT TECH I							
	EQUIPMENT PARTS TECH							
	MUNICIPAL COURT CLERK II							
	OFFICE SPECIALIST II							
	PLANNING TECHNICIAN I							
	UTILITY WORKER APP							
	WATER RECLAMATION SYSTEM MAINT I							
	WATER UTILITY WORKER I							
450	ADMINISTRATIVE SUPPORT SPEC	$21.6413	$22.7233	$23.8595	$25.0524	$26.3051	$27.6203	$30.3822
	ENGINEERING TECHNICIAN	$3,751	$3,939	$4,136	$4,342	$4,560	$4,788	$5,266
	FACILITIES MAINTENANCE TECH I							
	STREET UTILITY WORKER II							
500	ACCOUNTING TECH III	$22.7233	$23.8595	$25.0524	$26.3051	$27.6203	$29.0012	$31.?4

Position							
AMBULANCE BILLING TECHNICIAN	$3,939	$4,136	$4,342	$4,560	$4,788	$5,027	$5,530
CODE ENFORCEMENT TECH II							
COLLECTIONS UTILITY I							
INDUSTRIAL PRETREAT TECH I							
LAB TECH I							
MUNICIPAL COURT CLERK, LEAD							
~~OFFICE SPECIALIST III~~							
TECHNICAL SVCS SPEC I							
~~UTILITY CUSTOMER SERVICE TECH~~							
UTILITIES FIELD SERVICES TECHNICIAN							
UTILITY WORKER I							
WATER RECLAM SYSTEM MAINT II							
WATER UTLITY WORKER II							

550							
ADMINISTRATIVE SUPPORT SPEC, SR	$23.8595	$25.0524	$26.3051	$27.6203	$29.0012	$30.4513	$33.4964
BLDG PERMIT TECHNICIAN II	$4,136	$4,342	$4,560	$4,788	$5,027	$5,278	$5,806
FACILITIES MAINTENANCE TECH II							
PLANNING TECHNICIAN II							
STREET UTILITY WORKER III							
WATER RECLAM OPERATOR I							

J0							
ANALYST	$25.0524	$26.3051	$27.6203	$29.0012	$30.4513	$31.9739	$35.1711
BLDG PERMIT TECH III	$4,342	$4,560	$4,788	$5,027	$5,278	$5,542	$6,096
CEMETERY SEXTON							
COLLECTIONS UTILITY II							
DEPT. PURCHASING COORDINATOR							
ENGINEERING TECHNICIAN II							
INDUSTRIAL PRETREATMNT TECH II							
INFORMATION SYSTEMS TECHNICIAN							
IT SUPPORT SPECIALIST I							
LAB TECH II							
PLANNING TECHNICIAN III							
PROGRAM TECHNICIAN							
~~PROGRAM TECH I - DATA SVCS~~							
~~PROGRAM TECHNICIAN I~~							
SAFE DRINK WATER PROG ASST							
SUPPORT SERVICES LEAD- FIN							
TECHNICAL SVCS SPEC II							
TELEMETRY SPECIALIST I							
~~UTILITY COMPLIANCE SPECIALIST~~							
UTILITY MECHANIC							
UTILITY WORKER II							

	WATER SYSTEM OPERATOR I							
	WATER UTILITY WORKER III							

650	BLDG INSPECTOR I	$26.3051	$27.6203	$29.0012	$30.4513	$31.9739	$33.5725	$36.9297
	BLDG PERMIT TECH LEAD							
	CODE ENFORCEMENT OFFICER	$4,560	$4,788	$5,027	$5,278	$5,542	$5,819	$6,401
	ENGINEERING INSPECTOR							
	EQUIPMENT TECHNICIAN							
	FACILITIES MAINTENANCE LEAD							
	PROGRAM COORDINATOR							
	PLANNING TECHNICIAN LEAD							
	PLANNER, ASSISTANT							
	WATER RECLAM OPERATOR II							
	WATER RECLAM PLANT MECH							

700	ANALYST, SR	$27.6203	$29.0012	$30.4513	$31.9739	$33.5725	$35.2511	$38.7762
	CODE OFFICER, SR	$4,788	$5,027	$5,278	$5,542	$5,819	$6,110	$6,721
	COLLECTION SYSTEM UTILITY WORKER LEAD							
	ENGINEERING TECH, SR							
	FLOW MONITORING COORDINATOR							
	IT SUPPORT SPECIALIST II							
	INFORMATION SYSTEMS TECHNICIAN, SR							
	LAB TECH LEAD							
	~~PROGRAM ANALYST - UTILITY~~							
	PROGRAM ANALYST - STORMWATER							
	~~PROGRAM TECHNICIAN II~~							
	PROGRAM TECHNICIAN, SR							
	SAFE DRINK WATER PROG COORD							
	SAFETY & TRAINING ANALYST							
	TECHNICAL SVCS SPEC LEAD							
	TELEMETRY SPECIALIST II							
	~~UTILITY ANALYST~~							
	UTILITY COMPLIANCE TECHNICIAN							
	UTILITIES EDUCATIONAL CAMPAIGN COORD							
	UTILITY WORKER LEAD							
	WATER SYSTEM OPERATOR II							
	WATER RECLAM SYS MAINT, SR							
	WEB & GRAPHICS COORDINATOR							

750	ANALYTICAL CHEMIST	$29.0012	$30.4513	$31.9739	$33.5725	$35.2511	$37.0137	$40.7149
	BLDG INSPECTOR II	$5,027	$5,278	$5,542	$5,819	$6,110	$6,416	$7

ENGINEERING INSPECTOR LEAD
EQUIPMENT TECHINICIAN LEAD
ENTERPRISE SYSTEM ADMIN
IT DESKTOP SUPPORT ADMIN
IT GIS ANALYST
INSTRUMENT & CONTROL TECH
WATER RECLAMATION LEAD
WATER SYSTEM OPERATOR LEAD

800	IT PROJECT MANAGER 1 (ASSOCIATE)	$30.4513	$31.9739	$33.5725	$35.2511	$37.0137	$38.8643	$42.7507
		$5,278	$5,542	$5,819	$6,110	$6,416	$6,736	$7,410

850	AFFORDABLE HOUSING COORDINATOR	$31.9739	$33.5725	$35.2511	$37.0137	$38.8643	$40.8075	$44.8881
	BLDG INSPECTOR III	$5,542	$5,819	$6,110	$6,416	$6,736	$7,073	$7,781
	ELECTRICAN, JOURNEYMAN I							
	INFORMATION SYSTEMS ANALYST							
	IT SERVICE DESK LEAD							
	IT APPLICATIONS ANALYST							
	IT PROJECT MANAGER II (JOURNEY)							
	PROPERTY MANAGER							
	PERFORMANCE ANALYST							

900	INFORMATION SYSTEMS ANALYST, SR	$33.5725	$35.2511	$37.0137	$38.8643	$40.8075	$42.8479	$47.1326
	IT NETWORK ADMINISTRATOR	$5,819	$6,110	$6,416	$6,736	$7,073	$7,427	$8,170
	SCADA CONTROLS SYSTEM ADMIN							

950	BLDG INSPECTOR LEAD	$35.2511	$37.0137	$38.8643	$40.8075	$42.8479	$44.9902	$49.4892
	ELECTRICIAN, JOURNEYMAN LEAD	$6,110	$6,416	$6,736	$7,073	$7,427	$7,798	$8,578

1000	IT NETWORK ADMINISTRATOR SR	$37.0137	$38.8643	$40.8075	$42.8479	$44.9902	$47.2397	$51.9636
	IT PROJECT MANAGER III (ADV JOURNEY)	$6,416	$6,736	$7,073	$7,427	$7,798	$8,188	$9,007